



## **Appendix V.D.3**

### **Intra-Country (iCM) Moves Transportation Service Provider (TSP) Rate Filing**

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**1.0 Rate Filing** DP3 incorporates a new rate filing process. DPS leverages Commercial off-the-Shelf (COTS) software called “Request for Quote” (RFQ) for the rate filing and processing module. Rates for the domestic and international programs can only be filed in DPS, via the RFQ module. DP3 will use a “Best Value” approach to distributing shipments. Best Value is based on a Transportation Service Provider’s (TSP’s) performance and rates. DPS will establish a Best Value Score (BVS) for each TSP-channel combination, based on their Performance Score (PS) and Rate Score (RS) (see the section titled: “Best Value Score” for more details).

This section describes the rate filing policies utilized by DP3 for OCONUS Intra-Country Moves (iCM). iCM is code of service (COS) C, under the International Household Goods (iHHG) market in the International Program.

Rates will be filed by TSPs engaging in the movement of DoD and U.S. Coast Guard (USCG) - sponsored shipments of household goods within and outside of the continental United States (the 48 contiguous states and Alaska). SDDC will announce the rate filing open season.

**1.1 Rate Filing Prerequisites** In order to file rates, a TSP must have satisfied all the administrative requirements for DoD qualification; their Performance Score must be at or above the Minimum Performance Score (MPS) prior to filing rates; and they must have a current Certificate of Independent Pricing (CIP)/Certificate of Responsibility (COR). The CIP/COR must be resubmitted annually during the Qualification Open Season.

Any TSP not filing rates for three (3) consecutive rate cycles will have their approval revoked, thereby precluding participation in future rate cycles. Any TSP whose approval is revoked in this manner must reapply during a qualification open season as a new entrant in order to again participate.

**1.2 Rate Submissions** Rates must be filed in DPS’s Request for Quote (RFQ) module. TSPs are responsible for establishing quality control procedures that permit the review of rates prior to actual submission to SDDC. Failure to submit rates in DPS by the designated filing date and time will result in non-acceptance of the submissions. TSPs are responsible for the selection and actions of their Internet Service Provider (ISP). TSPs are also responsible for any internal company computer security and control/use of issued passwords for access to the DPS system. All rates and payments will be in US dollars.

**1.2.1 Intra-Country Move Rate Channel.** TSP will file a peak and non peak rate once annually for each channel. Any modification to the rate channels will become effective during the subsequent rate filing period. Refer to the International Tender, Item 1302 Intra-Country Rate Channels. TSP must file a peak and nonpeak SFR which includes pick up and delivery within 50 miles from the pickup address. Additional mileage beyond 50 miles will be paid IAW with the International Tender, Schedules B1 through B6.

TSPs can file rates on single or multiple channels. However, any rate that is not properly prepared or submitted, in accordance with provisions of this document will be rejected.

**1.2.2 Complete Service for iCM moves.** Services will include a premove survey, servicing of appliances, packaging and packing at residence to protect household goods properly during transit, tagging of items, inventorying, loading, weighing, drayage, unloading, unpacking, and placing of articles in the new residence as directed by the customer or customers designated representative and removal of all empty containers and materials from residence and any service as defined in the TOS. PPSO may require containerization for shipments at no cost to the Government. Rate filed by the TSP is a SFR per CWT.

- a. Attempted Delivery:** When the TSP's initial attempt to deliver a shipment is unsuccessful, the TSP must notify the PPSO immediately after discovering the customer is not present. The PPSO will allow 60 minutes (1 hour) free waiting time from time of notification to locate and have the customer present. If the customer is not present after 60 minutes (1 hour) of free waiting time, the PPSO will either:
  - 1.** Authorize the TSP additional waiting time after expiration of the 1 hour free waiting time per Item 503 or;
  - 2.** Request the TSP leave a note and place the shipment into SIT under Item 518 and attempted delivery under Item 510 of the International Tender.
- b. Drayage beyond local area.** Service must consist of drayage of packed shipments as defined below. Distance must be computed on the shortest highway distance commencing with the point of pickup.
- c. Additional International Drayage.** The TSP will file a rate per mile beyond 101 miles from origin residence to the destination residence over land within the same country of origin within an OCONUS area.

**1.3 Rate Filing Timeline** SDDC will publish the Rate filing timeline 45 days prior to the annual rate filing cycle.

**1.3.1 Rate Cycle and Effective Period of Accepted Rates.** Rate cycles will last for 12 months from May 15 to May 14. For example, the 2<sup>nd</sup> annual rate cycle will commence at midnight on May 15 and end at midnight on May 14 the following year. If the beginning or ending date falls on a U.S. Federal holiday and/or weekend, the effective date will be the next Government workday.

## 1.4 Rate Filing Procedures

**1.4.1 Late submission of Rates.** Rates submitted after the designated filing deadline will be rejected.

**1.4.2 Individual Rate.** Each rate stands alone, is not influenced by prior practices or procedures, and will not be subject to modification prior to and subsequent to the deadline and acceptance stipulated, unless specifically modified by SDDC for the mutual benefit of all parties in writing prior to the rate filing deadline.

**1.4.3 Rate Filing Errors/Rejections.** DPS will perform edit checks and validations prior to TSPs submitting their rates. For example, DPS will not allow alpha characters in numeric rate fields. DPS will allow TSPs to change their rates prior to rate filing deadline, but after the rates are processed and accepted they cannot be changed.

| Error Type  | DPS Action  | Remark  |
|---|---|---|
| Administrative errors   | TSPs will be informed of their errors and will be given an opportunity to re-file their rate (only if this happens in the 1st round of rate filing) – DPS will send error notifications to TSPs both during (bulk file) and after each rate filing round is closed  | Rates that are not accepted in the 1 <sup>st</sup> round can be re-filed in the 2 <sup>nd</sup> (Final) round.  |
| TSP is disqualified   | TSPs rates will be rejected   | Rates submitted by nonqualified or disqualified TSPs will be rejected   |
| TSP is suspended, is in “non-use” or is inactive  | Rates will be accepted in DPS if it passes all other checks, accepted rates will not be used until they are placed on the active Traffic Distribution List (TDL).<br>If the rates are not accepted, TSPs will be informed of the errors and will be given an opportunity to re-file their rate (only if this happens in the 1st round of rate filing) | TSPs that are suspended, in non-use, or inactive will be allowed to file rates, but will not receive any shipments until they are placed on the active Traffic Distribution List (TDL).<br>Rates that are not accepted in the 1st round can be re-filed in the 2nd (Final) round. |
| International rates will not be considered complete if a TSP has not filed a Peak and Non-Peak rate simultaneously for each channel | Rates will not be accepted, TSPs will be given an opportunity to re-file their rates (only if this happens in the 1st round of rate filing)   | Rates that are not accepted in the 1st round can be re-filed in the 2nd (Final) round.  |
| For Special Solicitation channels, complete set of rates are required (all rates  | Rates will not be accepted, TSPs will be given an opportunity to re-file their rates (only if this happens  | TSPs filing special solicitation rates must submit rates from all OCONUS Origin rate areas to the OCONUS  |

| Error Type   | DPS Action   | Remark  |
|--|--|---|
| From Origin To Destination and back).  | in the 1st round of rate filing)   | Destination location and from the OCONUS Origin location to all OCONUS Destination rate areas (for details see the section on the “Special Solicitation”) |
| Validate Common Financial and/or Administrative Control (CFAC) association between TSP(s) that file International rates (same Channel/same Code of Service).<br>Note: International CFAC is validated for Defense Personal Property Program, as referenced in the “TSP Qualification” Business Rules | For International: If there are multiple rates submitted by TSPs in CFAC for the same channel and COS, all rates will be rejected. TSPs may not re-file for this channel.  |   |
| Submitted rates fail the Competitive Range (CR) check for a channel<br>(For more details see section 2.18 on Competitive Range)  | Rates will not be accepted, TSPs will be given an opportunity to re-file their rates (only if this happens in the 1st round of rate filing)<br>DPS message will indicate if the TSP’s rate was higher than the highest acceptable rate OR<br>DPS message will indicate if the TSP’s rate was lower than the lowest acceptable rate | Rates that are not accepted in the 1st round can be re-filed in the 2nd (Final) round.  |

### **1<sup>st</sup> round of rate filing:**

TSPs are encouraged to file rates for all channels in which they wish to participate in the 1<sup>st</sup> Round of rate filing. Rates filed in the 1<sup>st</sup> round of rate filing that pass the Competitive Range check will be considered final. TSPs will be given one opportunity to correct the following errors: administrative errors; incomplete rate submissions; incomplete set of rates for special solicitation channels; and rates not passing the Competitive Range check. These errors can be corrected in the 2<sup>nd</sup>/final round of rate filing.

### **2<sup>nd</sup> / Final round of rate filing:**

Rates rejected for **any reason** in the 2<sup>nd</sup> / final round cannot be resubmitted, and TSPs with rejected rates will have to wait until the next rate filing cycle to submit rates. TSPs who did not submit a rate in the 1<sup>st</sup> round of rate filing may submit a rate for those channel(s) in the 2<sup>nd</sup>/Final round.

The following error messages will be shown next to each rejected rate following round 1 and round 2 of annual rate filing:

| Error Code | Description   |
|------------|---|
| 1          | Performance score of TSP is below minimum acceptable score.                                       |
| 2          | TSP is part of a CFAC which already submitted rate for the channel and code of service.           |
| 3          | TSP is not authorized to work in the market.  |
| 4          | TSP intl-rate/dom discount is higher than acceptable high for this channel and code of service.   |
| 5          | TSP did not submit both a peak and non-peak rate for this international channel.                  |
| 6          | Incomplete special solicit rates.   |
| 7          | The CIP or COR of the TSP has not been updated.   |
| 8          | TSP INTL-rate/DOM-discount is lower than the acceptable low for this channel and code of service. |
| 10         | Maximum weight per day too low for volume move bid.   |

#### 1.4.4 Acceptance of Rates.

- a. TSP's can see their accepted rate in DPS.
- b. SDDC reserves the right to reject any or all offers; to waive informalities and minor irregularities in offers received; to negotiate, accept, or reject initial or subsequent submissions without discussion of rates; to nonuse or cancel any rate upon 15 days notice; and re-solicit rates.
- c. SDDC reserves the right to extend the effective period of rates by 45 days to modify the rate-filing period.
- d. Rate submissions should be based on the most favorable terms to the Government from a price and service standpoint.
- e. It is SDDC's sole intent to solicit responsible rates prepared in accordance with sound business decisions. Rates, which would jeopardize financial viability of a TSP, are not desired.
- f. Individual rates should be constructed to stand alone without regard to rates for other channels. TSPs are encouraged to file rates only between those areas where they desire to serve.
- g. SDDC reserves the right to do on the spot awards, by phone, email, etc.
- h. SDDC reserves the right to initiate and/or modify special negotiations, in manual or automated format, at any time commensurate with requirements. Unique rate filing procedures may be required in those instances where normal automated procedures are not appropriate due to particular circumstances existing at the time.
- i. Although no guarantee is expressed or implied, SDDC will make every effort to protect the confidentiality of rates submitted by TSP.
- j. TSPs submitting rates are offering their rates for transportation services to the United States Government for the indicated rate cycle under the Tender of Service (TOS). By submitting rates, the TSP agrees to abide by the TOS rules.
- k. GSA and DOJ will have "read only" access to DPS.

**1.4.5 Responsive Offers.** Competitive rates submitted under this program will be received from DoD-approved TSPs.

**1.4.6 Responsive TSP.** A TSP must meet the requirements contained in the International Tender by filing rates and certification thereof, TSPs certify they hold the necessary authority and do hereby offer on a continuing basis to SDDC (to include the military departments of the Government and the Coast Guard, hereinafter called the Government), pursuant to Section 10721 of the Interstate Commerce Act (49 USC 14706), or other appropriate authority, the transportation services herein described, subject to the terms and conditions herein stated, the property to which rates herein apply must be shipped by or for the United States Government on a GBL/BL.

**1.4.7 Cancellation of Rates.** TSPs should carefully review their rates before submitting them in DPS as there is no rate cancellation cycle. TSPs can add, delete, change or correct rates in DPS, prior to the rate filing deadline. A TSP that files rates for any channel in any market may not cancel their rate after it has been accepted by SDDC.

TSPs have the ability to blackout any dates on which they do not wish to receive traffic awards. If a TSP cannot service a channel on a specific date(s), those dates can be blacked out in advance. Additionally, if a TSP no longer wants to participate in the iCM COS, they may request their qualification for that COS be eliminated under the TSP Qualification module. After these requests are granted, the TSP will no longer receive shipment awards and will be removed from the traffic distribution lists in DPS. However, the TSP must service all shipments awarded and/or currently in the pipeline (e.g. packed or picked up).

**1.4.8 Duality.** Two or more rates submitted simultaneously for the same TSP on the same channel, same Code of Service and same rate filing cycle (dual rates), will not be permitted and both rates will be rejected.

Rates submitted for volume moves are an exception to Duality, in that two rates for a TSP will be permitted to be filed with SDDC from and to the same origin/destination and code of service combination (e.g., one rate for the volume move and another rate for regular channel).

**1.4.9 Name/Ownership change.** When a TSP undergoes a name and/or ownership change, the TSP must maintain existing rates. See “TSP Qualifications” for further details.

**1.4.10 DPS Rate Filing Instructions.** TSPs must file their rates in DPS. See Rate Filing instruction documents (i.e. “TSP Rate Filing Instructions” and “Rate Filing User Guide - TSP Edition”) posted on the SDDC website and within the DPS Learning Management System (LMS) for detailed instructions for filing rates.



**1.4.11 Historical Tonnage/Shipment Data.** SDDC will provide a report to all DoD qualified TSPs listing the number of shipments moved, for last two completed rate cycles using the new international code of service. This data will be used for shipment volume estimates for future cycles. Historical peak and non-peak shipment data per channel will be provided by SDDC to help TSPs estimate their rates.

## 2.0 Volume Moves

**2.1 Volume Move Request.** DoD will request volume movement rate proposals from DoD approved TSPs via DPS. Volume move requests will be created by PPSOs in DPS and sent to SDDC for review. The SDDC will then initiate the volume move RFQ in DPS. These requests will be sent to eligible TSPs that have rates on file for that channel and/or code of service. TSPs will submit their volume move rates in DPS. DPS will evaluate all submitted rates.

TSPs will be required to file a SFR that is lower than **their** SFR for that channel in that market (e.g. iHHG) to be considered responsive.

If a TSP does not have an annual rate on file for a particular channel then that TSP will not be allowed to submit a rate for a volume move on that channel.

Primary and alternate TSPs will confirm their acceptance of the volume move by providing their respective Tender Numbers via DPS within 2 working days of the award. Acceptance of rates does not guarantee any offer of tonnage/shipments. TSP's response binds the TSP to a rate commitment. Alternate TSPs will have the option to withdraw their volume move rate if they do not desire to participate in traffic that is not handled by the Primary.

Primary and alternate TSPs will be required to provide the following in DPS:

| Description   | Remarks   |
|---|---|
| Tender number   | TSP's unique tender number (required)                   |
| Name of the TSP representative providing the tender number                            | Required  |
| File Number   | Optional  |
| Trailer Interchange   | Optional  |
| Percentage of total tonnage the TSP can handle  |   |
| The amount of tonnage expressed in pounds per day that can be picked up and delivered |   |
| The name and address of TSP's agents at Origin  |   |
| The name and address of TSP's agents at Destination                                   |   |
| Issue Date  | Date the shipment was awarded to TSP (system generated) |
| Expiration Date   | Same as end date (needed by GSA)                        |

DPS will establish a Rate Score for all TSPs with acceptable rates and calculate a one time BVS for the volume move. DPS will then rank the TSPs based on their BVS for this request and select the TSP with the highest BVS for the duration of this request as a Primary and also select an Alternate. SDDC will review DPS's selection and make any changes if necessary in two business days.

SDDC may request rates on the basis of a single Code of Service or, if warranted, on the basis of mixed modes and Codes of Service with or without additional or included services, as specified in the RFQ request.

### **3.0 One-Time Only (OTO) and Boats (BOTO)**

**3.1 OTO and BOTO Requests.** DoD will request OTO RFQ from DoD approved TSPs via DPS. OTO move requests will be created by the PPSO in DPS and sent to SDDC for review, SDDC will then review and make any changes necessary and approve the OTO RFQ in DPS. An OTO can also be created by SDDC. These requests will be sent to eligible TSPs that have rates on file for that channel and code of service. TSPs will submit their OTO rates in DPS.

When the awarded TSP provides clear and convincing evidence that (1) the mistake is based on incorrect Government information affecting the character of the shipment; or (2) the mistake was so obvious that the Government had notice of the mistake prior to award (e.g., lowest bid was \$10/cwt and five other TSP bid between \$100 - \$120/cwt). In both instances, SDDC may allow withdrawal of the bid or correction of the mistake. A TSP's request to withdraw or correct its bid based on the errors above, must be submitted to SDDC within 24 hours of the award and prior to packing or pickup of the shipment. The revised OTO request will be sent to the original TSP. If the original TSP's rate is unacceptable or if the TSP is unable to move the shipment, then the shipment will be terminated and new OTO request will be created in DPS that will be sent to all OTO TSPs. SDDC will make the decision to revise or re-solicit the shipment based on the course of action most advantageous to the Government.

The OTO program will be best value based. DPS will evaluate all submitted rates; DPS will calculate a one time BVS for that OTO move, for each TSP based on their accepted rate. DPS will then rank the TSPs based on their BVS for this request and select the Primary with the highest BVS for the duration of this request. DPS will also select an alternate TSP for each OTO request. SDDC will review DPS's selection and make any changes if necessary in two business days. TSP will confirm their acceptance of the OTO move and provide a Tender Number via DPS within 2 working days of the award.

For short fuse OTO shipments will have a bidding period of one business day. Short fuse OTO shipments are shipments that have to be picked up within 5 business days. TSPs will have one business day to accept or reject the award and SDDC will have one business day to award these shipments.

When an OTO/BOTO request has been approved or rejected with or without a change by SDDC, a notification will be sent to the PPSO that created the original request.

Primary and alternate TSPs will be required to provide the following in DPS:

| Description  | Remarks   |
|--|---|
| Tender number  | TSP's unique tender number (required)                   |
| Name of the TSP representative providing the tender number | Required  |
| File number  | TSP use (optional)                                      |
| The name of TSP's agents at Origin                         |   |
| The name of TSP's agents at Destination                    |   |
| Foreign flag certification (for International only)        | Certificate number (optional)                           |
| Issue Date   | Date the shipment was awarded to TSP (system generated) |
| Expiration Date  | Pickup date + 30 days                                   |

Note: Mobile Homes requests do not apply to International

## 4.0 Frustrated Shipments

**4.1 General Instructions** When it becomes necessary to obtain bids for the movement of frustrated shipments, SDDC, will issue a request for bids announcing the effective dates and name(s) of the involved TSPs. This request will be created in DPS. The estimated volume of property to be moved will be provided in the announcement, if known. The deadline for submission of bids will also be contained in the request. Bids may be submitted for all ports for both iHHG and iUB or TSPs may choose only those ports and commodity they desire to serve. TSP will submit rates in DPS. See Appendix A, Table A-2 for details on frustrated move data attributes/fields.

DPS will notify the Primary and the Alternate TSP of the award. Primary and alternate TSPs will be required to submit their tender number via DPS within 2 working days to confirm their acceptance of the award. Should the Primary default, the alternate TSP will be notified to start service immediately.

Primary and alternate TSPs will be required to provide the following in DPS:

| Description  | Remarks                               |
|--|---------------------------------------|
| Tender number  | TSP's unique tender number (required) |
| Name of the TSP representative providing the tender number | Required                              |
| File number  | TSP use (optional)                    |

## 5.0 Special Solicitation

**5.1 General Instructions.** Special solicitation currently does not apply to Domestic program. All TSPs bidding on Special Solicitation Request for Quote (RFQ) will be required to submit their tender number during their bid during the annual rate filing cycle.

All TSPs will be required to provide the following in DPS as part of their bid for each Special Solicitation group (e.g. ) RFQ:

| Description  | Entry   |
|--|---|
| Tender number  | TSP's unique tender number (required)                                   |
| Name of the TSP representative providing the tender number | Required  |
| File number  | TSP use (optional)  |
| Foreign flag certification                                 | TSP may enter routing and/or foreign flag certificate number (optional) |

DPS will rank all TSPs based on their BVS (Highest to Lowest) for each special solicitation group. TSPs with the highest BVS will be allocated all the shipments for that special solicitation group (e.g., Singapore); Peak and Non-Peak separately. The TSP with the highest BVS for Peak may or may not be the highest BVS for Non-Peak. BVS will not be re-computed for the special solicitation group during the any subsequent performance periods; instead it will only be done one time year, prior to rate filing.

TSP with the highest BVS will be the Primary and all remaining TSPs will be alternates (ranked based on their BVS). PPSO will offer all tonnage/shipments to the TSP ranked first (Primary). DPS will notify the Primary and the Alternate TSPs of the award. In the event the primary TSP cannot accept all tonnage/shipments, the Alternate TSP with the next highest BVS will be offered the tonnage/shipments accordingly. Should the Primary default, the alternate TSP will be notified to start service immediately.

## Appendix A

### Domestic and International Origin and Destination States and Regions

International origins and destinations consist of regions, individual countries, and parts of countries. For rate purposes, there are 24 OCONUS regions for iCM.

**Table A-1. OCONUS Regions and Location Codes**

| No | Rate area name                     | Rate area code | Abbreviated name |
|----|------------------------------------|----------------|------------------|
| 1  | Australia                          | AS11           | AU11             |
| 2  | Australia                          | AS21           | AU21             |
| 3  | Azores                             | PO01           | AZOR             |
| 4  | Bahrain                            | BA             | BAHR             |
| 5  | Belgium                            | BE             | BELG             |
| 6  | Crete                              | GR29           | GREE             |
| 7  | Germany                            | GE             | GERM             |
| 8  | Greece                             | GR             | GREE             |
| 9  | Iceland                            | IC             | ICEL             |
| 10 | Italy                              | IT             | ITAL             |
| 11 | Japan—Central                      | JA01           | JA01             |
| 12 | Japan—South (Excludes Hokkaido)    | JA02           | JA02             |
| 13 | Japan—North                        | JA03           | JA03             |
| 14 | Korea                              | KS             | KORE             |
| 15 | Kuwait                             | KU             | KUWA             |
| 16 | Netherlands, The                   | NL             | NETH             |
| 17 | Okinawa                            | JA96           | OKIN             |
| 18 | Portugal                           | PO             | PORT             |
| 19 | Puerto Rico                        | RQ             | PUER             |
| 20 | Sardinia                           | IT20           | SARD             |
| 21 | Sicily                             | IT10           | SICI             |
| 22 | Spain                              | SP             | SPAI             |
| 23 | Turkey                             | TU             | TURK             |
| 24 | United Kingdom (England and Wales) | UK             | ENGL             |

**Table A-2. OCONUS Regions and Location Codes for Frustrated Shipments**

| No | Rate area name                     | Rate area code | Abbreviated name |
|----|------------------------------------|----------------|------------------|
| 1  | Australia                          | AS11           | AU11             |
| 2  | Australia                          | AS21           | AU21             |
| 3  | Azores                             | PO01           | AZOR             |
| 4  | Bahrain                            | BAH            | BAHR             |
| 5  | Belgium                            | BE             | BELG             |
| 6  | Crete                              | GR29           | GREE             |
| 7  | Germany                            | GE             | GERM             |
| 8  | Greece                             | GR             | GREE             |
| 9  | Iceland                            | IC             | ICEL             |
| 10 | Italy                              | IT             | ITAL             |
| 11 | Japan—Central                      | JA01           | JA01             |
| 12 | Japan—South (Excludes Hokkaido)    | JA02           | JA02             |
| 13 | Japan—North                        | JA03           | JA03             |
| 14 | Korea                              | KS             | KORE             |
| 15 | Kuwait                             | KWT            | KUWA             |
| 16 | Netherlands, The                   | NL             | NETH             |
| 17 | Okinawa                            | JA96           | OKIN             |
| 18 | Portugal                           | PO             | PORT             |
| 19 | Puerto Rico                        | RQ             | PUER             |
| 20 | Sardinia                           | IT20           | SARD             |
| 21 | Sicily                             | IT10           | SICI             |
| 22 | Spain                              | SP             | SPAI             |
| 23 | Turkey                             | TU             | TURK             |
| 24 | United Kingdom (England and Wales) | UK             | ENGL             |